

RECORDS MANAGER

DEFINITION

To perform a variety of complex duties in the process of planning, organizing and managing the city-wide records management and document imaging programs; to train staff from the City Clerk's Office and other departments in the use of imaging software and equipment; to direct and supervise records and imaging activities of City Clerk's staff; and to provide varied, complex and often confidential administrative assistance to the City Clerk, Assistant City Clerk and Deputy City Clerk.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Clerk.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Maintain and preserve the official records, including confidential files of the City Clerk's Office.

Manage the Citywide document-imaging program by establishing priorities; image documents for research, protection and storage purposes.

Index and transfer inactive records from all departments to long-term storage; retrieve and track inactive records requested by departments.

Train staff from all City departments in software use, retrieval procedures, and records management procedures and policies.

Research and compile a variety of informational material using sources inside and outside the department for staff, general public, and the Mayor and City Council.

Assist in the preparation and distribution of agenda packet for City Council and Redevelopment Agency meetings; assist at meetings.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of supervision, training and performance evaluation.

Document imaging software.

Public records keeping practices and legal requirements including retention and legal destruction procedures.

English usage, spelling, grammar, and punctuation.

Modern office management practices and methods; computer equipment and software applications related to assignment.

Ability to:

Supervise, coordinate and facilitate citywide records management program.

Use computer software programs and hardware and other technology pertinent to area of specialization.

Supervise, train and evaluate assigned staff.

Use initiative and sound independent judgment within established guidelines

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Produce work products that are complete and accurate.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in municipal records management and document imaging systems.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

May need to possess a valid California driver's license as required by the position.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; lift or carry weight of 25 lbs or less.

10/2/01